



NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
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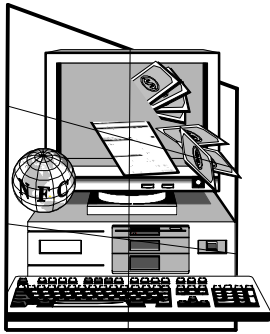
Permissions System (PRMS)

TITLE I
Payroll/Personnel Manual

CHAPTER 25
Permissions System (PRMS)

**User Documentation
For Systems
And Processes**





Permissions System (PRMS)



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

IMPORTANT INFORMATION !

This publication is an illustrated version of PRMS **help**. Since the user can access and print help directly from the application, help is considered the primary source for information about PRMS.

When you print help directly from the application, the format is different from this illustrated version; however, the text is the same. Therefore, NFC provides the illustrated version only upon customer request.

For information about this publication, please contact the Directives and Analysis Branch (DAB). Instructions for contacting DAB and other support sources are provided in the **About This Procedure** section of this publication.

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About This Procedure

This procedure provides instructions for accessing and operating the Permissions System (PRMS). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction presents an overview of PRMS, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using PRMS.

Getting Started provides instructions for logging onto PRMS for both mainframe and PC applications and for using PRMS tool buttons, command buttons, functional/directional keys, and pop-ups.

Using PRMS provides step-by-step instructions for the processes performed in PRMS.

Field Instructions For PRMS Windows contains instructions for or descriptions of the fields on PRMS windows.

Reference Tables provides tables for the profiles assigned to STAR and PRMS user.

Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index, issued semiannually. Also, the Bulletin Board on NFC's home page (www.nfc.usda.gov) provides a list of all bulletins by title and publication date. Users can choose to view and/or print bulletins from this Bulletin Board list.

If you receive this procedure after it has been amended, you will receive the publications with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	Note: This option is grayed out to users.
Figure references link figures with the text. These references are printed in bold sans serif font.	The Logon pop-up (Figure 1) is displayed.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Complete the Open field as indicated under Run Pop-up Field Instructions .
References to menu options are printed in bold italics .	From the Start menu, select Start > Run .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	To return to the previous window, click [Close] .
	You must press [Tab] after completing the User Id field in order to activate the [Add] button.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , or <i>no entry</i> ⁴ .	Agency <i>No entry</i> This field is system generated. The agency code is displayed in this field.
¹ Required	<i>You must enter data in the field. (Note: All mandatory fields on PRMS screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</i>
² Conditional	<i>You may be required to enter data, based on criteria indicated in the field instructions.</i>
³ Optional	<i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i>
⁴ No entry	<i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact the Customer Support Center at **504-255-5230**.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For access to PRMS, contact your agency's ADP security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Introduction

This section presents the following topics:

[About PRMS](#)

[Related Systems](#)

[Responsibilities](#)

About PRMS

The Permissions System (PRMS) is a Windows-based application of the National Finance Center (NFC). PRMS operates in a Windows format requiring Windows 95, Windows 98, or Windows NT 4.0 or higher. PRMS is used to establish user profiles (roles) for * * personal computer (PC) applications (System For Time And Attendance Reporting (STAR)) after users are established in the Employee System (EMCP).

Features of PRMS:

- Establishes user profiles (roles) for * * STAR.
- PRMS for STAR contains the EMCP software. When a user requests PRMS for STAR, EMCP is included.

Before an application that uses PRMS * * can be accessed, (1) system users must first be entered in EMCP and (2) system users established in EMCP must be granted roles in PRMS.

* *PC applications require installation of PRMS. * * There is no data included in the STAR database upon installation. All STAR users must be entered in EMCP by the STAR System Administrator.

Note: Once the applicable version is installed, and users are set up in EMCP, roles can be established in PRMS. Once these roles are established, users can access the applicable application. Instructions for installing PRMS (and other NFC applications) are available on the NFC Resource Center on the NFC home page at www.nfc.usda.gov. If when trying to install PRMS, you get an ODBC error message, you must first make sure that you are running Version 3.0 or greater of ODBC. If you do not have Version 3.0 or greater, you must reinstall your mdac file. Windows 95 and 98 users should also reinstall the applicable dcom file. Also, when a System Administrator reinstalls PRMS, the existing copy of PRMS along with the database file are overlaid. Therefore, if you want to retain your database file, you must copy the file to another drive before reinstalling PRMS.

* *

For more information, see:

[PRMS Users](#)

[Hardware And Software Requirements](#)

PRMS Users

Agencies must designate an Administrator to establish roles in PRMS after the users are set up in EMCP. This Administrator must grant these roles before users can begin working. * * After the roles are assigned, a user can work in the application. Users can have more than one role in a particular application.

Hardware And Software Requirements

You will need the following to run PRMS:

- A PC capable of supporting Windows 95, Windows 98, or Windows NT 4.0 or higher.
- Windows 95, Windows 98, or Windows NT 4.0 or higher.
- Super Video Graphics Array (SVGA) monitor set to 800x600 resolution and small fonts.
- Inkjet printer or laser printer (with at least 1 megabyte of memory).
- PRMS application software.

Related Systems

Systems that interface with EMCP are described below:

Employee System (EMCP). EMCP is a Windows 95/NT/98 system designed, developed, and maintained by NFC. EMCP is used to establish users for mainframe and PC applications. Once users are established in EMCP, they are granted roles in PRMS.

FOCUS Reporting System (FOCUS). FOCUS is an online reporting system used to create and generate ad hoc reports using database elements. PRMS users can request reports through FOCUS.

* *

System For Time And Attendance Reporting (STAR). STAR is a Windows 95/NT/98 application designed, developed, and maintained by NFC. STAR is a T&A reporting application used to record T&A data for the preparation of a transmit file sent to NFC for processing. STAR users are granted roles in PRMS.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in entering and maintaining employee and/or user data:

The Agency:

- Downloads, installs, and maintains PRMS software for the appropriate application users. (This individual should have a working knowledge of Windows 95, Windows 98, or Windows NT 4.0 or higher.)

- Assigns roles to users after being set up in EMCP.

NFC:

- Processes requests within established timeframes.
- Provides reports.

Getting Started

This section provides the following topics:

[Learning About PRMS](#)

* *

[Starting PRMS For STAR](#)

[Exiting PRMS](#)

[PRMS Operating Features](#)

[Permissions Menu](#)

Learning About PRMS

To use PRMS, you must have knowledge of Microsoft Windows. Use your Windows user guide for instructions on navigating in a Windows environment. Use this procedure for help using PRMS.

For more information, see:

[PRMS Help](#)

[Arranging And Viewing Multiple Windows](#)

PRMS Help

The help feature is available to guide you as you use PRMS. To get help, select **Help** from the menu bar at any window. A drop-down menu is displayed with the following options:

- **Help For This Window.** Provides instructions for the current window.
- **Help Contents.** Provides extensive field level help for PRMS.
- **Help For Help.** Provides instructions for using help.

Arranging And Viewing Multiple Windows

The **Window** option appears on all PRMS menu bars, allowing the arrangement of open windows for simultaneous display. To use this feature, select **Window** from any menu bar. The Window pull-down menu (**Figure 1**) is displayed with the following option:



Figure 1. Window pull-down menu

The **Cascade** option overlaps the windows so that each title bar is visible.

* *

Starting PRMS For STAR

The PRMS for STAR software is available by Internet download, FTP download, on CD-ROM, and on diskettes. To access the PRMS application from the Internet, go to the NFC home page at www.nfc.usda.gov and link to the NFC Download Center.

To start PRMS for a STAR user:

1. From the Start menu, select **Start > Programs > National Finance Center > Star Permissions**. The Permissions Menu window (Figure 2) is displayed.



Figure 2. Permissions Menu

Exiting PRMS

This section provides instructions for exiting PRMS.

To exit PRMS, select **File > Exit** on the Permissions Menu. To exit the current window, click



PRMS Operating Features

PRMS is designed in a Windows format, providing mouse-driven, point-and-click functionality; command buttons; and other Windows features. This section reviews these basic Windows features and describes other features that are specific to PRMS.

Note: **Window** and **Help** appear on all menu bars and display the same pull-down menus. Instructions for using **Window** are provided under [Arranging And Viewing Multiple Windows](#). Instructions for using **Help** are provided under [PRMS Help](#).









For more information, see:

- [PRMS Tool Bar](#)
- [PRMS Command Buttons](#)
- [PRMS Pop-ups](#)
- [PRMS Functional/Directional Keys](#)
- [PRMS Message Pop-ups](#)

PRMS Tool Bar

The PRMS tool bar is a row of tool (icon) buttons located below the menu bar. Each tool button displays an icon that depicts its processing function. Tool buttons, like menu options, are used to display windows and initiate functions that are relevant to the open window. Tool buttons can be used as shortcuts for selecting options from the pull-down menus. In most cases, the tool buttons can be used in lieu of the menu bar.


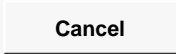







Tool buttons used throughout PRMS are shown in the following table:

PRMS Tool Buttons	
Button	Description
	Used to add a record.
	Used to close a window.
	Used to delete a record.
	Used to display help text.
	Used to print the screen.
	Used to search based on data entered.
	Used to display the selected employee.
	Used to update a record.
<div>User Profile</div>	Used to display the employee's user profile.

PRMS Command Buttons

PRMS pop-ups contain command buttons that carry out an action described in the button's name. PRMS includes the following command buttons.

PRMS Command Buttons

Button	Description
	Used to add a record.
	Used to cancel a function.
	Used to clear the detail area to add a record.
	Used to close the window.
	Used to delete a record.
	Used to search for the data entered.
	Used to print.
	Used to remove a user from the selected list.
	Used to update a record.


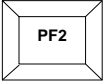
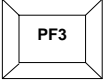

PRMS Pop-ups

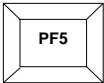
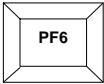
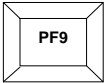
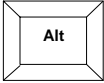
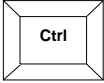
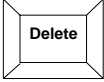
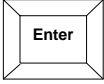
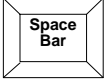

Pop-ups do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button's name. For a list of command buttons that appear on PRMS pop-ups, see [PRMS Command Buttons](#).

PRMS Functional/Directional Keys

Your keyboard includes the following function keys to be used in PRMS.

Function Keys

Key	Description
	Used to display Help.
	Used to search for the data entered.
	Used to close the active window.
	Used to add a record.

Function Keys	
Key	Description
	Used to update a record.
	Used to delete a record.
	Used in conjunction with the Control key to select an employee record.
	Used in conjunction with the Hot Keys (underlined characters) to perform certain actions.
	Used in conjunction with various hot keys to perform certain functions.
	Used to delete text within a field.
	Used to process an action.
	Used to advance within a field.
	Used to advance to the next field.

PRMS Message Pop-ups

Throughout PRMS, message pop-ups appear when certain actions are performed. These pop-ups notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-ups. These command buttons accept or cancel the message. You must click a command button in order for the pop-up to disappear and return to the active window. Following is an example of a message pop-up (**Figure 3**).

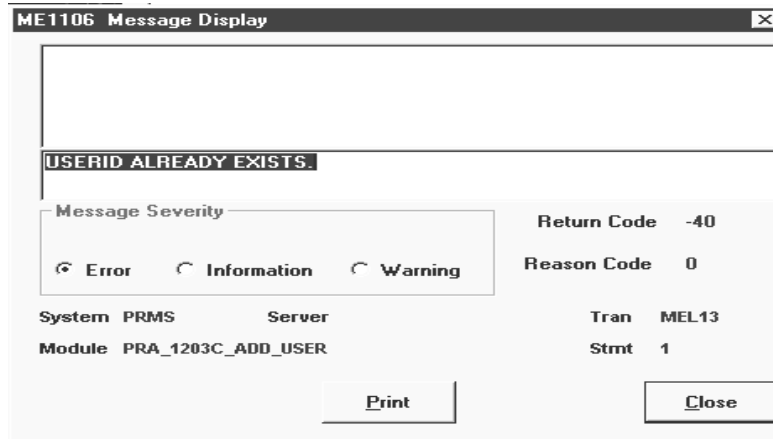



Figure 3. Message pop-up

Permissions Menu

After accessing PRMS, the Permissions Menu (**Figure 2**) is displayed showing the Permissions Menu bar with four options.

Below is a brief description of each option:

- **File.** Used to display the Select System, User List, and to close PRMS.
Note: The Selected System option is for NFC use only and is grayed out to users.
- **NFC Use.** Used by NFC.
Note: The NFC Use option is for NFC use only and is grayed out to users.
- **Window.** Used to cascade open windows.
- **Help.** Used to display help.

To display help for an option, move to the option and select **Menu Option > Help** at any window. The field level help (**Figure 4**) is displayed. To return to the previous PRMS window, click .

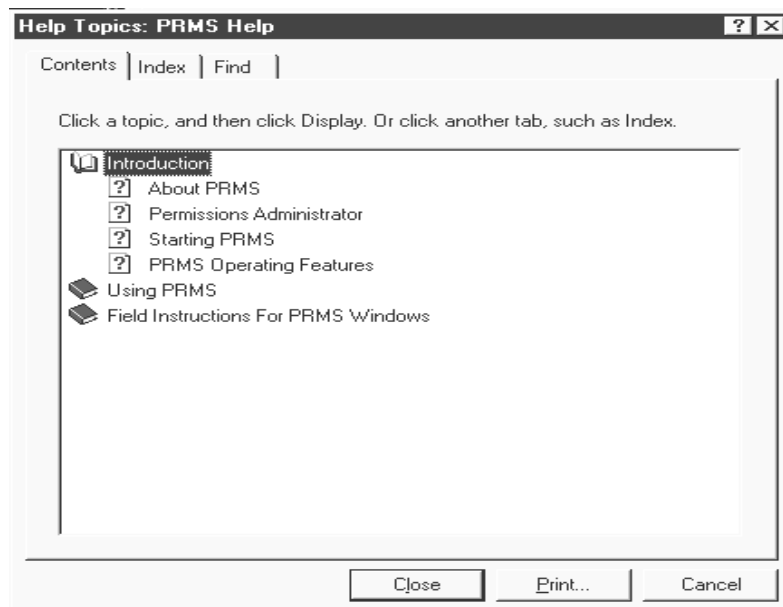


Figure 4. PRMS Help

Each option on the Permissions Menu (**Figure 2**) has a coordinating drop-down menu with additional options. To select an option from the Permissions Menu, position the arrow at the applicable selection and click the selection.

Instructions follow for selecting and using the applicable options.



Using PRMS

This section presents the following topics:

* *

[Searching For A User On The User List](#)

[Adding/Updating A User On The User List](#)

[Using The Employee List Search Pop-up](#)

[Using The Employee List Window](#)

[Assigning User Profiles](#)

* *

Searching For A User On The User List

The first pop-up that appears when you select **File > User List** from the Permissions Menu (**Figure 2**) is the User List Search pop-up (**Figure 5**). This pop-up is used to search for a record that was established in EMCP. Users on the User List are users that have already been assigned roles.

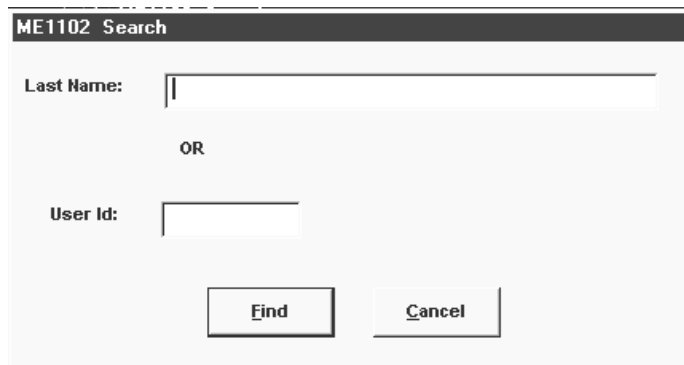


Figure 5. User List Search pop-up

To search for a user:

1. From the Permissions Menu (**Figure 2**), select **File > User List**. The User List Search pop-up (**Figure 5**) appears.
2. To search for a user on the User List, complete the fields as indicated under [User List Search Pop-up Field Instructions](#).

OR

To assign a new user, click **[Cancel]** and follow the instructions under [Adding/Updating A User On The User List](#).

3. Click **[Find]** to search for the user or **[Cancel]** to cancel the function and return to the Permissions Menu (**Figure 2**). If you click **[Find]**, the User List window (**Figure 6**) is displayed. For more information on the User List window, see [Adding/Updating A User On The User List](#).

Adding/Updating A User On The User List

The Administrator can add users established in EMCP to the User List. User Id's are assigned using this option. The User List window (**Figure 6**) is displayed by clicking **[Find]** on the User List Search pop-up (**Figure 5**). For more information on using the User List Search pop-up (**Figure 5**), see [Searching For A User On The User List](#).

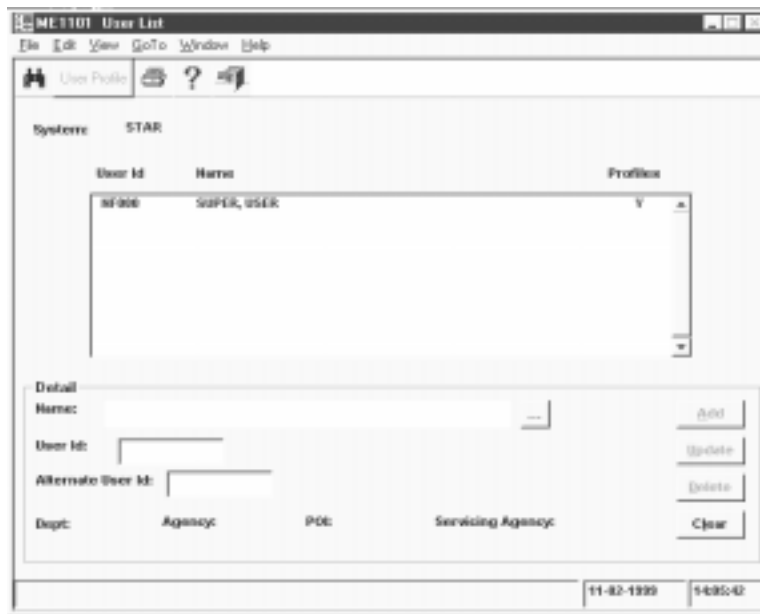




Figure 6. User List window

To add/update a user on the User List:

1. On the User List Search pop-up (**Figure 5**), click **[Find]** after completing the fields as indicated under [User List Search Pop-up Field Instructions](#). The User List window (**Figure 6**) is displayed.
2. Click . The Employee List Search pop-up (**Figure 7**) appears.
3. For information on the Employee List Search pop-up (**Figure 7**), see [Using The Employee List Search Pop-up](#).
4. Complete the fields as indicated under [User List Window Field Instructions](#).
Note: After completing the User Id field, you must press **[Tab]** or **[Enter]** to activate the **[Add]** button.
5. Click **[Add]** to assign the user Id or click **[Update]** to update the record.

Note: The Profiles column on the User List window (**Figure 6**) is used to designate assigned user profiles. **Y** (yes) designates that user profiles have been assigned, and **N** (no) designates that user profiles have not yet been assigned. The Profiles column on the User List window (**Figure 6**) is not updated until you close the User List window (**Figure 6**), return to the Permissions Menu (**Figure 2**), and reopen the User List window (**Figure 6**).

Using The Employee List Search Pop-up

The Employee List Search pop-up (**Figure 7**) is used to search for an employee on the Employee List. This pop-up appears when you click  on the User List window (**Figure 6**). Users on the Employee List are employees that were set up in EMCP. These employees may or may not have yet been assigned roles in PRMS.

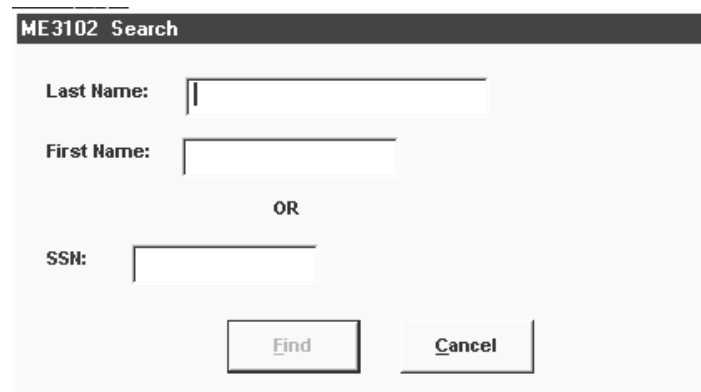

The image shows a search pop-up window titled "ME3102 Search". It contains three input fields: "Last Name:", "First Name:", and "SSN:". Below the "First Name:" field is the word "OR". At the bottom of the window are two buttons: "Find" and "Cancel".

Figure 7. Employee List Search pop-up

To search for a user on the Employee List:

1. On the User List window (**Figure 6**), click . The Employee List Search pop-up (**Figure 7**) appears.
2. Complete the fields as indicated under [Employee List Search Pop-up Field Instructions](#).
3. Click [**Find**] to search for the employee or [**Cancel**] to cancel the function.

Using The Employee List Window

The Employee List window (**Figure 8**) displays a list of employees as a result of using the Employee List Search pop-up (**Figure 7**). The Employee List window (**Figure 8**) is displayed by clicking [**Find**] or [**Cancel**] on the Employee List Search pop-up (**Figure 7**). The Employee List window (**Figure 8**) is used to select employees for which to assign profiles. For more information on the Employee List window (**Figure 8**), see [Employee List Window Field Instructions](#).

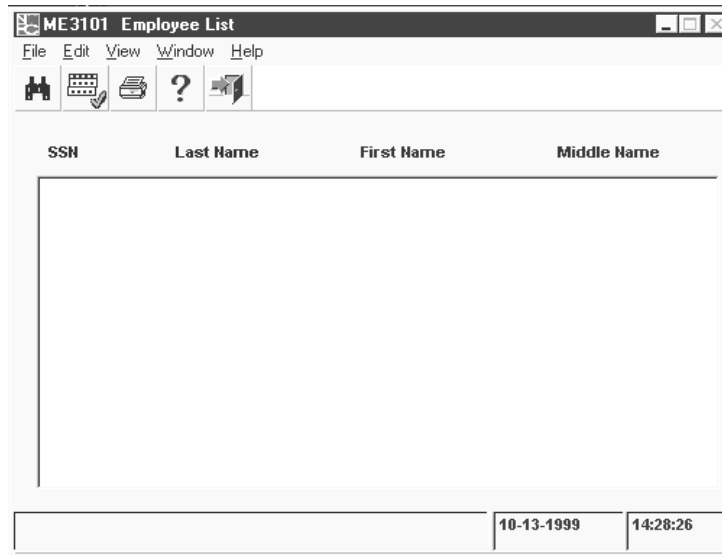



Figure 8. Employee List window

To use the Employee List window:

1. On the Employee List Search pop-up (**Figure 7**) click **[Find]** or **[Cancel]**. The Employee List window (**Figure 8**) is displayed.
2. Highlight the applicable employee and click . The User List window (**Figure 6**) for the appropriate employee is displayed.

Assigning User Profiles

Once a user has been established in EMCP and assigned a user Id in PRMS, the user can be assigned roles. The User Profiles window (**Figure 9**) * * is displayed by highlighting the applicable employee and clicking **User Profile** on the User List window (**Figure 6**). For more information on the User Profiles window, see [User Profiles Window Field Instructions](#).

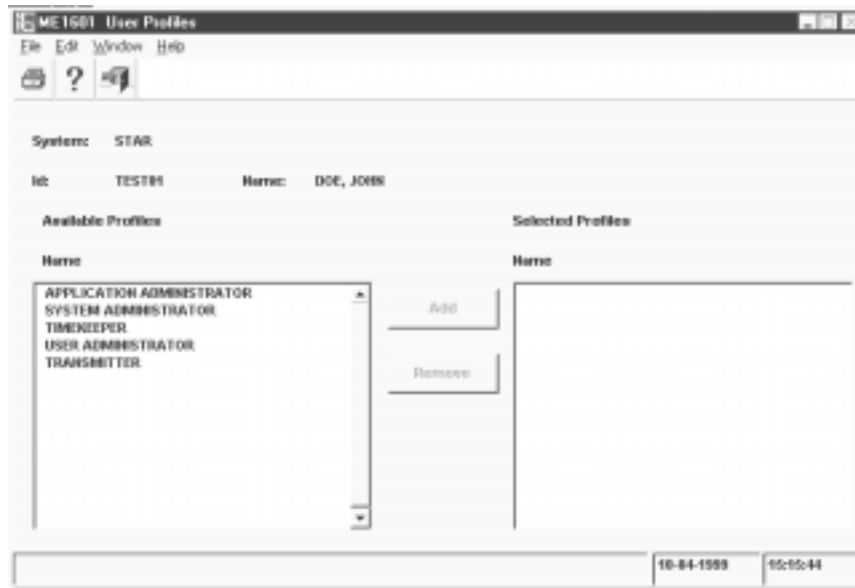


Figure 9. STAR User Profiles window

* *

To assign user profiles:

1. On the User List window (**Figure 6**), highlight the applicable employee and click **User Profile**. The User Profiles window (**Figure 9**) * * is displayed.
 2. Highlight the role(s) in the * * Name list box to be assigned to a user.
 3. Click **[Add]** to move the role(s) from the Available List to the Selected List.
- OR**
4. Click **[Remove]** to move the role(s) from the Selected List to the Available List.

Field Instructions For PRMS Windows

This section presents the following topics:

* *

[Permissions Menu Field Instructions](#)

* *

[User List Search Pop-up Field Instructions](#)

[User List Window Field Instructions](#)

[Employee List Search Pop-up Field Instructions](#)

[Employee List Window Field Instructions](#)

[User Profiles Window Field Instructions](#)

* *

Permissions Menu Field Instructions

The Permissions Menu (**Figure 2**) is displayed when you select **Start > Programs > National Finance Center > Star Permissions**. The Permissions Menu (**Figure 2**) is used to make selections and navigate in PRMS.

* *

User List Search Pop-up Field Instructions

The User List Search pop-up (**Figure 5**) appears when you select **File > User List** from the Permissions Menu (**Figure 2**). The User List Search pop-up (**Figure 5**) is used to search for a user that was set up in EMCP. For instructions on this process, see [Searching For A User On The User List](#).

Last Name *Optional, alphanumeric, 40 positions max.*
Type the user’s last name.

Note: If you type a % (percent sign) in the Last Name field, a list of all available users is displayed.

OR

User Id *Optional, alphanumeric, 8 positions max.*
Type the user's Id.

User List Window Field Instructions

The User List window (**Figure 6**) is displayed when you click **[Cancel]** on the User List Search pop-up (**Figure 5**). The User List window (**Figure 6**) is used to assign user Id's to users established in EMCP. For instructions on this process, see [Adding/Updating A User On The User List](#).

System *No Entry*
This field is system generated. The application for which the user Id is being granted is displayed in this field.

List Box *No entry*
This field is system generated. A list of user names, user Id's, and profile status is displayed in this field. Once user profiles are assigned to a user, the profile column is updated with a **Y** (yes). The status of the profiles is updated when you close the User List window (**Figure 6**) and return to the window.

Detail ▾

Name *No entry*
This field is system generated based on the selection made on the Employee List window (**Figure 8**). The user's name appears in this field.

User Id *Required, alphanumeric, 8 positions max.*
Type the user Id being assigned.

Note: You must press **[Tab]** after completing the User Id field to activate the **[Add]** button.

Alternate User Id *Optional, alphanumeric, 8 positions max.*
Type the alternate user Id. This field is used to assign an alternate user Id to a STAR user (i.e., to be used when one Timekeeper substitutes for another Timekeeper).


Dept *No entry*
This field is system generated.

Agency *No entry*
This field is system generated.

POI *No entry*
This field is system generated.

Servicing Agency *No entry*
This field is system generated.

Employee List Search Pop-up Field Instructions

The Employee List Search pop-up (**Figure 7**) appears when you click  on the User List window (**Figure 6**). The Employee List Search pop-up (**Figure 7**) is used to search for an employee on the Employee List. For instructions on using the Employee List Search pop-up (**Figure 7**), see [Using The Employee List Search Pop-up](#).

Last Name *Optional, alphanumeric, 17 positions max.*
Type the employee's last name.

Note: If you type a % (percent sign) in the Last Name field, the complete employee list is displayed.


First Name *Optional, alphanumeric, 12 positions max.*
Type the employee's first name.

SSN *Optional, numeric, 9 positions*
Type the employee's 9-digit SSN.

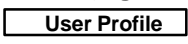
Employee List Window Field Instructions

The Employee List window (**Figure 8**) is displayed when you click **[Find]** or **[Cancel]** on the Employee List Search pop-up (**Figure 7**). Employees are selected from the Employee List window (**Figure 8**), and are then assigned roles. For more information on the Employee List window (**Figure 8**), see [Using The Employee List Window](#).

List Box *No entry*
This field is system generated based on information entered on the Employee List Search pop-up (**Figure 7**). If you typed a % (percent sign) in the Last Name field on the Employee List Search pop-up, the complete employee list is displayed.

Select the applicable employee and click  to display the User List window to assign profiles to any employee.

User Profiles Window Field Instructions

The User Profiles window (**Figure 9**) * * is displayed when you highlight an employee and click  on the User List window (**Figure 6**). The User Profiles window (**Figure 9**) is used to assign roles to application users. For instructions on this process, see [Assigning User Profiles](#).

System	<i>No entry</i> This field is system generated. The acronym for the application for which you are assigning roles is displayed in this field.
Id	<i>No entry</i> This field is system generated. The user Id assigned on the User List window is displayed in this field.
Name	<i>No entry</i> This field is system generated. The name of the user is displayed in this field.
Available Profiles	<i>No entry</i> This field is system generated. The profiles available for an application are listed in this field. For a list of available profiles and definitions of these profiles for STAR users, see STAR Profiles Table .* *
Selected Profiles	<i>No entry</i> This field is system generated. The profiles selected for a user are displayed in this field.

Reference Tables

This section presents the following reference table:

[STAR Profiles Table](#)

* *

STAR Profiles Table	
Timekeeper	Allows the user to perform all T&A functions; to print employee data; to convert data from the Personal Computer Time And Attendance Remote Entry System (PC-TARE) to STAR; and to back up, restore, and archive table data from the accounting and pay period tables.
System Administrator	Creates and controls the user Id record for each authorized user; backs up and restores files; imports and exports table files; archives data; and converts data from PC-TARE to STAR.
Transmitter Application Administrator	Prepares a transmit file and establishes Job Control Language. Maintains and updates tables and establishes contact points.
User Administrator	Assigns specific contact points for user access.

* *

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